

# SOFTBALL

## State Tournament

1. The Board of Directors will be responsible for the selection of site, time, date (**Week 47**), pairings, admissions, and tournament director.
2. **Director's Responsibilities**
  - a. As the WVSSAC representative, please see that all rules and regulations are followed. Consult The Interscholastic for additional information.
  - b. Arrange for all necessary support personnel: ticket takers, ticket sellers, public address announcer, security, official scorer, trainer or physician, and hospitality room.
  - c. Provide pre-tournament lodging, parking, and ticket information to teams.
  - d. Set up pregame infield schedule for participating schools.
  - e. Make arrangements for radio for broadcasting. (WVSSAC Radio Contract)
  - f. Make sure that field maintenance is completed. Have water available in all dugouts.
  - g. Home team dugout is on first base line.
  - h. Ensure that the playing field is safe on the day of the games.
  - i. Develop a game suspension provision.
  - j. Select an All-Tournament and Sportsmanship Selection Committee.
  - k. Opening Session - First pitch; National Anthem.
  - l. Arrange for media coverage of the tournament - Press packets, media workstation, telephone lines, zerox.
  - m. At the conclusion of the game, please:
    - 1) Arrange for the awards ceremony.
    - 2) Submit Financial Report to the WVSSAC (**Form Sb 5**).

FINANCIAL REPORT  
STATE SOFTBALL TOURNAMENT

Date \_\_\_\_\_ City \_\_\_\_\_

**RECEIPTS:**

\_\_\_\_\_ Adults @ \$10.00 ..... \$ \_\_\_\_\_

\_\_\_\_\_ Students @ \$7.00 ..... \$ \_\_\_\_\_

*All Session Passes*

\_\_\_\_\_ Adults @ \$35.00 ..... \$ \_\_\_\_\_

\_\_\_\_\_ Students @ \$25.00 ..... \$ \_\_\_\_\_

TOTAL RECEIPTS ..... \$ \_\_\_\_\_

**NUMBER ADMITTED WITH C&I CARD** \_\_\_\_\_ (Attach Sign-In Form)

**DISBURSEMENTS:**

Facility Rental \_\_\_\_\_

Custodians \_\_\_\_\_

Security \_\_\_\_\_

Ticket Takers/Sellers \_\_\_\_\_

Timers/Scorers \_\_\_\_\_

PA Announcer \_\_\_\_\_

Supplies \_\_\_\_\_

TOTAL DISBURSEMENTS ..... \$ \_\_\_\_\_

GRAND TOTAL ..... \$ \_\_\_\_\_

Return to: WVSSAC  
 2875 Staunton Turnpike  
 Parkersburg, WV 26101

\_\_\_\_\_ Director

# WVSSAC COURTESY AND IDENTIFICATION CARD REGISTER

Photo Id Required

NAME	SCHOOL	POSITION	GUEST

Copy as needed. Must return to the WVSSAC with financial reports.